



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: Leading Accountant Technician D2151000 PSN #: 009673811L AFSC: 6F071	RANK/GRADE: MSgt	<input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #: ANG-AGR 2016- 13
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UNIT, LOCATION, POC:

145 CPTF, Charlotte, NC

POC: Capt Jeanie Helms, Jeanie.I. helms.mil@mail.mil

704.391.4312 DSN: 231.4312

OPENS: 02 May 2016

CLOSES: 02 June 2016

POSITION DESCRIPTION: Develops goals and objectives that integrate organizational intentions. Promotes team building, implements quality improvements, and responds to concerns with regulatory compliance and/or customer requirements. The incumbent provides technical and administrative supervision to subordinate personnel. Incumbent establishes priorities based on attainment of goals, objectives and work to be accomplished. Assigns work to achieve maximum effectiveness, skill utilization, and employee motivation. Makes assignments, and seeks positive results, based on priorities, level of difficulty and requirements of the assignment. Monitors and evaluates subordinate performance. Performs broad-in-depth financial analysis of interrelated accounting, logistics and computer file systems concerning pay, accounts payable or receivable, and various travel and military pay entitlements to resolve especially difficult and sensitive, out-of-balance conditions associated with processing actions within Financial Management systems. Analyzes and evaluates data to conduct a variety of fiscal reconciliations, reviews, and account adjustments. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial issues or problems. Performs in-depth analysis on complicated milpay, travel, accounts payable and receivable and fiscal accounting activity issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Analyzes and resolves tax processing problems based on airmen/retiree inquiries or internal control audits/reviews, ranging from Permanent Change of Station (PCS) issues and combat tax exclusion pay to refunds of erroneous tax collection. Ensures complex tax issues involving tax documents, Do It Yourself (DITY) moves, and Relocation Income Tax Allowance (RITA) payments, are accomplished accurately and timely. Interprets data to identify problems, determines nature of the problem or issue, decides approaches to resolve issues, and recommends solutions for systemic changes to enhance operations. Interprets user requirements in order to design new ad hoc reports or modifications of standard financial and management systems. Uses originality to sort complicated factual information regarding public law, Fiscal Law, Department of Defense (DoD), Department of the Air Force, National Guard Bureau (NGB), and Defense Finance and Accounting Service (DFAS) regulations, Standard Operating Procedures, Comptroller General Decisions, and policies/issuances to apply a variety of methods and execute the full range of financial management services. Performs or conducts research, investigates and solves problems involving discrepancy reconciliations of Electronic Funds Transfer rejects, pay/personnel or travel mismatches to identify, analyze and provide solutions regarding multiple entitlements, payments to personnel in various duty statuses and assorted payments to commercial vendors, including computation of interest due. Sorts complicated factual information and applies a variety of financial methods to resolve issues. Makes independent decisions regarding processes involving unusual circumstances or conditions. Develops variations in approaches to fit specific functions while often encountering incomplete, unreliable or conflicting data in the process of work performance. Validates transactions and performs research to resolve inconsistencies. Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; for example, Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Defense MilPay Office (DMO), Reserve Travel System (RTS), Air Reserve Order Writing System (AROWS), and Defense Travel System (DTS). Applies a series of different and unrelated methods, processes, and techniques involving established financial management systems. Analyzes and develops a variety of new or established techniques and methods to evaluate alternatives and arrive at decisions, conclusions, and recommendations that enhance operations. Determines appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses. Executes unique and special pay entitlement actions in order to provide the appropriate entitlements, such as Base Pay, Basic Allowance, Housing, Basic Allowance, Hazardous Duty Pay, Hostile Fire Pay, Combat Zone Tax Exclusion, Special Duty Assignment Pay, Student Loan Repayment Program, Incentive Pay, Invitational Travel Authorization, Jury Duty, Child Support, Wage Garnishments, Allotments, Survivor Benefits, and other monetary incentives such as, Jump Pay, Medical Pay, Flight Pay, and Foreign Language Proficiency Pay. Uses computer master file systems, document

processing and the effects of transactions on existing records to modify normal automated processes while protecting historical data. Ensures accuracy of modifications relating to payments, contract modifications, accessions, separations, collections, disbursements, garnishments, electronic fund transfer changes, and out-of-service debts or other actions involving complicated adjustments. Audits the full range of milpay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances. Schedules, runs, and analyzes various financial system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, transaction reports, and ad hoc reports. Responds to requests for assistance/information from multiple sources, to include airmen, civilian employees, family members, unit supervisory personnel, Inspectors General (IG), Investigating Officers (IO), state and federal political members, and vendors. Trains customers on pay and travel entitlements and associated systems, processes and reports. Applies principles and practices involving data protected under the Privacy Act. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: Fiscal: laws, directives, programs, policies, and procedures governing CPTF/FMF activities. Qualification in and possession of at least AFSC 6F051. Comprehensive knowledge of interrelationships of the various financial, personnel and computer file systems, methods, techniques, precedent cases and procedures to resolve especially difficult and/or sensitive problems. Comprehensive knowledge of and skill in determining appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses. Must possess a 6F051 AFSC skill level or higher. Knowledge of personnel regulations and personnel management systems necessary to understand the interface with financial management systems and how they affect pay and entitlements to airmen and civilians. Also, experience in leading and directing military or travel pay activities.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Application Packages must include the following:

- (1) NGB Form 34-1
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPF)
- (4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECDD. Must be Worldwide Deployable.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A DD 2813 from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

EMAIL APPLICATIONS TO: usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.